

DIVISION OF FINANCE AND PROCUREMENT
RECORD OF AUTHORIZED SIGNATURES
FOR MANUAL WARRANTS

Department _____ Agency Name _____ COFRS
Agency Code _____

The undersigned accept responsibility for verification that funds are available for the commitment and payment of the purchase or services and such commitments or payments are approved and are supported by documentation in compliance with applicable State laws and rules.

EMPLOYEE NAME (Please type)		AUTHORIZED SIGNATURE (Must be original signature)

Approval for payment of State funds is delegated to the persons whose signatures appear above.

COMMENTS: _____

DIVISION OF FINANCE AND PROCUREMENT USE ONLY
_____ FOR THE DIVISION OF FINANCE AND PROCUREMENT
_____ EFFECTIVE DATE

EXECUTIVE DIRECTOR OF DEPARTMENT

DATE OF APPROVAL

DISTRIBUTION: 1) Finance and Procurement 2) Copy to department approving Authority 3) Approved copy to Division/Agency